

Instructions for Learners Before Programme Registration

Please Read Carefully Before Proceeding

All applicants are advised to read the following instructions carefully before starting the online registration process for admission to a programme of Sreenarayanaguru Open University (SGOU). These instructions are intended to help applicants complete the registration process correctly, avoid mistakes, and ensure smooth admission, communication, and academic processing.

1. Read the Prospectus and University Regulations

Before submitting the application, applicants must download and carefully read:

- The University Prospectus
- SGOU Rules and Regulations
- Programme-specific eligibility conditions
- Fee details
- Course structure
- Admission instructions
- Examination and academic requirements

Applicants should ensure that they fully understand the programme requirements before proceeding with registration.

2. Enter Correct and Accurate Details

Applicants must enter all personal, academic, contact, and programme-related details carefully and correctly.

Please note:

- Once the application is submitted, the details entered cannot be modified.
- Incorrect details may affect admission, communication, examination registration, certificate generation, and other academic services.
- Applicants are personally responsible for the accuracy of the information submitted.

Therefore, verify every entry before final submission.

3. Choose the Programme Carefully

Applicants must select the programme and courses only after proper verification of eligibility, interest, academic requirement, and future career plans.

Please note:

- Once the application is submitted, the selected programme cannot be changed.
 - The selected courses cannot be changed after submission.
 - Applicants must ensure that they are applying for the correct programme.
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4. Use Your Own Email ID and Mobile Number

Applicants must use only their own personal email address and mobile number for registration.

Do not use:

- Another person's email ID
- Another person's mobile number
- Temporary or inactive email ID
- Shared mobile number

The email ID and mobile number provided during registration will be used for all future academic and administrative communications from the University.

5. OTP Verification is Mandatory

The registered email ID and mobile number will be verified through OTP.

Applicants must ensure that:

- The mobile number is active
 - The email ID is accessible
 - OTP messages can be received without delay
 - The same email ID and mobile number are used throughout the admission process
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6. Future Communications from the University

All future communications from the University will be sent to the registered email ID and/or mobile number.

This may include information related to:

- Admission confirmation
- Learner login credentials
- Study materials
- Examination registration
- Assignment submission
- Fee payment
- University notifications
- Academic updates
- Certificate-related matters

Applicants are therefore advised to check their registered email regularly.

7. Selection of Learner Support Centre

Applicants must select the Learner Support Centre that is most convenient and accessible from their place of residence.

Please note:

- The Learner Support Centre must be selected carefully.
- Once the application is submitted, the selected Learner Support Centre cannot be changed.
- Learners may have to visit the Learner Support Centre for academic or administrative purposes whenever required.

8. Ragging is Strictly Prohibited

Ragging is strictly prohibited in Sreenarayanaguru Open University.

Any learner found involved in ragging, directly or indirectly, will be liable for strict disciplinary action as per:

- University rules
- UGC regulations
- Applicable laws of the country

SGOU is committed to ensuring a safe, respectful, inclusive, and learner-friendly academic environment.

Mandatory APAAR ID / ABC ID and DEB ID

9. APAAR ID / ABC ID is Mandatory

As per UGC guidelines, APAAR ID / Academic Bank of Credits ID is mandatory for learners pursuing higher education in India.

Every learner must create and provide an APAAR ID / ABC ID during the admission process.

മലയാളം

യൂജിസി നിബന്ധനപ്രകാരം ഇന്ത്യയിലെ ഓരോ പഠിതാവിനും ഉന്നതവിദ്യാഭ്യാസത്തിനായി APAAR ID / ABC ID നിർബന്ധമാണ്.

എബിസി പോർട്ടലിൽ പഠിതാക്കളുടെ അക്കാദമിക് ക്രെഡിറ്റ് വിവരങ്ങൾ ഡിജിറ്റൽ രൂപത്തിൽ സൂക്ഷിക്കപ്പെടുകയും, പഠിതാക്കൾക്ക് അവ ഓൺലൈനായി ലഭ്യമാക്കുകയും കൈകാര്യം ചെയ്യുകയും ചെയ്യാം.

10. What is ABC / APAAR ID?

The Academic Bank of Credits (ABC), established by the University Grants Commission, is a digital credit repository that enables students to digitally store, manage, and access their academic credits.

APAAR ID / ABC ID is a unique 12-digit identification code for learners. It helps in maintaining academic records, credit transfers, and future academic progression. If a learner already has an APAAR ID, the same may be used instead of creating a separate ABC ID.

11. DEB ID is Mandatory for ODL Programmes

UGC DEB ID is mandatory for learners seeking admission to Open and Distance Learning programmes.

The DEB ID is a unique learner identification number created through the Distance Education Bureau portal. It ensures that learners are enrolling only in Open and Distance Learning / Online programmes offered by Higher Educational Institutions recognized by the UGC.

Learners must register with the Distance Education Bureau and generate their DEB ID before completing admission.

12. Important Instructions for Creating DEB ID

Applicants who do not have an ABC ID / APAAR ID must first create their ABC ID / APAAR ID before generating the DEB ID.

While creating the DEB ID, applicants must provide:

- Their own personal email ID
- Their own personal mobile number
- Correct personal details
- Correct academic details

The University will use the email ID and mobile number registered in the DEB portal for future communications.

The login credentials for the University ERP portal will also be generated using the email ID registered in the DEB portal.

13. Correction of DEB Details

If any mismatch or error is found in the registered email ID, mobile number, or other details submitted in the DEB portal, learners may update the details through the following link:

<https://deb.ugc.ac.in/StudentDEBId/UpdateDebDetails>

Applicants must complete necessary corrections before proceeding further with the admission process.

Transfer Certificate

14. Uploading Transfer Certificate

Applicants are required to upload the Transfer Certificate, wherever applicable, as part of the admission process.

15. If Transfer Certificate is Not Available

Applicants who do not possess a Transfer Certificate must upload a self-attested affidavit clearly stating the reason for non-availability of the Transfer Certificate.

The affidavit must be truthful, clear, and duly signed by the applicant.

Important Notice for E-Grants Students

16. Separate Bank Account Requirement for E-Grants

Learners who are eligible to receive E-Grants from the Government Department must open a new zero-balance bank account exclusively for E-Grants transactions.

The account must satisfy the following conditions:

- It must be a new zero-balance bank account.
 - It must be linked with Aadhaar.
 - It must be linked with PAN.
 - It must be used only for E-Grants transactions.
 - No other personal or general transactions should be carried out through this account.
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17. Existing Bank Accounts Will Not Be Accepted

Existing bank accounts will not be considered for E-Grants processing.

A separate new bank account is mandatory for E-Grants purposes.

E-Grants applications submitted without such a separate zero-balance Aadhaar-linked and PAN-linked bank account will not be forwarded to the E-Grants Department for further processing.

Applicants are therefore advised to open the required bank account before submitting the E-Grants application.

Final Checklist Before Submitting the Application

Before final submission, applicants must verify the following:

- Prospectus and University regulations have been read carefully.
- Correct programme has been selected.
- Eligibility for the programme has been verified.
- Own email ID and mobile number have been entered.
- OTP verification has been completed.
- APAAR ID / ABC ID has been created.
- DEB ID has been created.

- Details in the DEB portal are correct.
 - Learner Support Centre has been selected carefully.
 - Required academic documents have been uploaded.
 - Transfer Certificate or affidavit has been uploaded, wherever applicable.
 - E-Grants eligible learners have opened a separate zero-balance Aadhaar-linked and PAN-linked bank account.
 - All details have been verified before final submission.
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Important Reminder

Applicants are advised not to rush through the registration process. Read all instructions carefully, keep all required documents ready, verify each entry, and submit the application only after ensuring that all information is correct.

Submission of incorrect, incomplete, or misleading information may lead to delay, rejection of application, or other academic and administrative difficulties.

Sreenarayanaguru Open University wishes every learner a smooth, successful, and meaningful academic journey.